# Field Team Message Form (FTMF) Radio Log Usage

A. Station Logs

All communicators in the written message stream from teams in the field to the command post keep a Station Log – field teams, windshield teams, relays (if any needed), command post operators, and the Yellow Box operator. (*Note: a "Field Team" doesn't maintain a separate log – its original written messages serve this purpose).
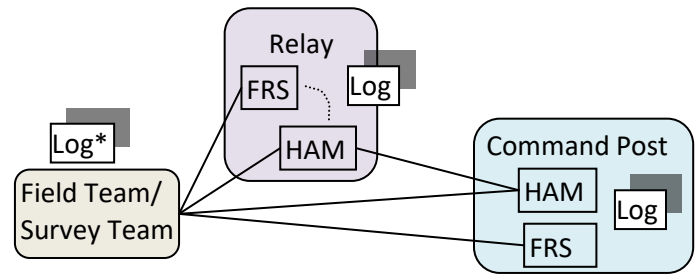
B. Sample Station Log

A sample Station Log follows.

Message numbers are assigned to all received written messages. <MSG PREFIX IDENTIFIER>-1,2,3,4,etc.				
Incident name: Demo	Date 11/09/2016	HAM Channel 51		Tactical call-sign
Log prepared by: Gary Montante	Radio operator: W6GSM	Msg Prefix Identifier: **LR51 –**		Lar Rieu Net Control

Message Number	Date/Time hrs	Sender	Optional Notes
	11/09/16 0800		This station came up on the air
	" 0802	LR SAR 3	Radio check
	" 0810	Comms Chief	Verified we were on the air
LR51-1	" 0911	LR SAR 2	
LR51-2	" 0914	LR WS 9	x0
LR51-3	" 0925	LR WS 9	x1
LR51-4	" 0930	LR SAR 1	
LR51-5	" 0934	LR WS 9	x2

C. When You are the Net Control Scribe

A. You assist the Net Control operator in conducting the net, transcribe messages, and maintain the Station Log.
B. Radio Supplies: a clip board, Field Team Message Forms, a Station Log, and an ear bud to share Control's radio.
C. The tactical call-sign is assigned by the Comms Chief.
D. If you don't understand something, or can't spell it, etc. interrupt the Net Control operator. She/he can supply the missing information, or, if not, Net Control can ask the survey or field team for a repeat.
E. Do not "filter" information - record what they say in written messages. **However**, if something doesn't make sense, someone is having a problem, or if you think they forgot something, be a 911 operator and guide them by working with Net Control to ask questions. *It is important that the message is complete based on your experience.* To ensure the sender makes the changes on their copy of the message, have them repeat the corrected item. Your printed message must MATCH their printed copy. We don't want the Plans staff to have to ask you for missing items (e.g., no address!?), clarification of ambiguous information, can't read your printing (*No cursive writing!*), etc.
F. Ask the Comms Manager for supplies, help, or to relieve you so you can drink/eat/pee/etc.
G. **The Station Log**
   a. Contains a history of comms transactions in which your station participated (See Section "*A. Station Logs*" on Page 1, and Section "*B. Sample Station Log*" on Page 1.).
   b. You only need minimal information in your log. You don't log the contents of a written message… just what you see in the sample log above! The log is a record that may be reviewed to establish when/if something happened.
   c. *Remember to **PRINT, not write, log entries.***
   d. Record events from different teams into the log in the order in which you receive the events.

H. ***Receiving a Field Team Message Form***:
   a. You transcribe the incoming Field Team Message to a three-part Field Team Message Form. When you are done, it will look like a copy of the form the SAR team created.
   b. You create a unique message number: ***<CERT area initials> <Channel> - ###.*** Find the most recently numbered message entry in your Station Log and add 1. If you are receiving on HAM Ch 53, the message numbers will be a series like ***LR53-1***, ***LR53-2***, ***LR53-3***, etc.
   c. Add an entry to the Station Log and record the new message number.
   d. Write this message number in Item 26 on your three-part Field Team Form.
   e. Transmit Item 26 back to the SAR team.
   f. The completed three-part form goes to Plans via a runner.
      Note: you assign message numbers to all written Field Team Messages. You never skip message numbers – if someone asks you what was the last message number you assigned, and you say, e.g., ***LR52-24***, this means that you have received written messages ***LR52-1, LR52-2, LR52-3, …, LR52-24.*** If the inquiring person doesn't have all of these messages, then they have lost a message!!!

D. When You are Net Control

A. Ensure that all teams do a radio check BEFORE leaving the Command Post.
B. Work with your Scribe who will record events in a log; such as the time you opened your station, people you talk to, people who send you messages to be written down (i.e., "written messages"), etc.
C. Talk in a calm, controlled voice. This will make others relax and stay calm. Calm is as fast as you can go accurately.
D. YOU control who talks next on your Channel and the pace of activity on the net. If things are going too fast, put the brakes on. Slow people down, ask them to repeat, use phonetics when necessary - whatever you need to do to get the information that you want.
E. You will talk to field teams (Search and Rescue or Windshield Survey), field supervisors, etc. *Answer ANYONE who tries to get a turn on your Net.* If they aren't part of the current CERT situation, ask them what they want, help them if you can do so quickly, then inform them you are handling situation traffic only, and politely ask them to move to a different frequency.
F. ***Receiving a written message:***
   a. Insist on receiving one item a time. If a team rambles on, stop them when you can, remind them of the one item at a time rule, and then query them for Item 1, then the next item, and then let them continue.
   b. When your scribe is receiving a written message, read back to the field team or windshield survey team what **the scribe has written, NOT what you just heard!**
   c. Pause **before** you press the P-T-T button to answer. This allows emergency traffic time to interrupt and ensures there is a pause. An inexperienced caller may not pause so you MUST remember to do it.
   d. At the end of all written messages, your Scribe creates the next message number using the Station Log. You transmit "Item 26, ***###, <time>xxxx***, OVER" back to the team in the field, and the field team repeats the "Item 26, ***###, <time>xxxx***, OVER" back to you.
G. You need to remember to breathe.
H. It can be overwhelming at first, handling traffic jams (garbled/doubled tactical call-signs), blocking out the people talking near you, figuring out what to say, and maintaining the pace by thinking about what you need to do next.
I. Handling free-for-all "collisions" can be tricky. Use a scratch -pad to write down parts of tactical call-signs that you hear. When a pile up occurs, say "*There was a double. <what you heard>, go ahead, OVER.*" Repeat any parts of tactical call-signs that you heard in order to handle those people.
J. You must not be Chatty - it is important to follow the net script and keep things moving.
K. If you ever hear "**EMERGENCY**", immediately say "***All stations stand by. EMERGENCY caller, this is Net Control, go ahead, OVER.***" If you hear "**BREAK**" or "**URGENT**", say "[***BREAK/URGENT] caller, this is Net Control, go ahead, OVER.***" as soon as you can*.*